

Circular Letter NO. 140.

November 11, 1904.

To Superintendents.

Gentlemen:--

Curricula

The accompanying "Points on Letter Writing" were prepared several months ago for use in this office. In order that all letters written by representatives of the Department may be of similar and approved form, I recommend that so far as possible you note and follow the suggestions there made in your letter writing.

Respectfully,

Acting Commissioner

KDH - 330

Enclosure

POINTS ON LETTER WRITING

On ordinary letter paper, leave a margin of at least one inch at the left of the sheet and of not less than half an inch at the right.

Use double spacing between lines, except that quotations are to be written with single spacing, and that single spacing may sometimes be used to avoid overcrowding a sheet.

Write the date two or ~~three~~ spaces below the printed head, beginning a little to the right of the middle of the page. Write the name of the month in full, the day and the year in figures. A comma follows the day, and a period the year.

Thus: January 10, 1904.

Write st. d. or th after the numeral in dates only when the numeral precedes the name of the month or the terms instant, ultimo or proximo. Thus: Yours of the 1st inst. is at hand-----; I expect to call at your office about the 12th of January; But; I have your favor of December 28.

Write the address about four spaces below the date, beginning the name at 0, the following lines at 5 and 10. Separate the different parts of the address with commas, and put a period at the end.

Begin the salutation at 0. Follow the salutation with a colon and a dash. (If the typewriter has no character for a dash write two hyphens.)

Thus: American Book Company.

Washington Square.

New York.

Gentlemen:--

Mr. Charles A. Brown.

Superintendent of Schools,

Rio Piedras, P. R.

Dear Sir:--

Do not write "Messrs. So and So" in the address and follow with "Gentlemen" in the salutation: "Messrs." means "Gentlemen". Do not write "Mess." for "Messrs!" Better still, do not use "Messrs." The address need not contain the title and the best salutation is "Gentlemen". Note that "Dear" in "My dear Sir" is not capitalized.

Begin the body of the letter at 10, all following paragraphs at 5.

Begin the complimentary closing at about the middle of the page.

Leave at least four spaces for the signature.

The stenographer's initials are to be written at the extreme left on the samelline with the title of the writer.

If there is an enclosure write the fullword "Enclosure" at the extreme left below the initials of the stenographer. If more than one enclosure, indicate the number by writing the numeral before the word "Enclosures".

If a letter consists of two or more pages, use a printed letter head for first page only, and blank sheets for other pages. Number the second and following pages in the upper left hand corner, preceding the number with the initials of the person or firm addressed. Thus: E.M.C. 2; G. & Co. 2.

So plan your letters as to avoid having only two or three lines on the second or last page. This can be done by single spacing a few lines at the bottom of first page, or by leaving more space at bottom of first page and so leaving more to be written on the second page.

Don't use too many punctuation marks. It is easier to insert a mark with the pen than to erase one.

Never divide a syllable at the end of lines. Avoid writing a single letter on one line and the rest of the word on the other.

Use few abbreviations or contractions. Note that Sup't, Ass't, and similar words in which the apostrophe represents omitted letters, are not abbreviations, and should not be followed by a period.

THE SUPERScription.

As a rule make three or four lines of the address, double spacing between them, and beginning each line about eight spaces further to the right than the one above. The first line of the address should be just below the middle of the envelope.

The name, except where the addressee is a corporation, should be preceded by the appropriate title --- Mr., Mrs., Miss, Messrs., or whatever honorary or professional title may belong to the person addressed.

Do not put commas after the various items of the address except when two or more of them are on one line.

Write the names of states in full.